

MEMO TO: City Manager

FROM: Director of Planning & Building Codes Department

SUBJECT: January 2009 Monthly Report: 02-09-09

Summary:

1. Department provided 304 permits/inspections in January
2. Staffing levels:
3. Development under review or construction
4. New flow charts nearing completion
5. Up coming Board Items
6. Status update of Downtown Frankfort Survey and National Register Project
7. Comp Plan update

1. **January Permits and Inspections:** During the month of January, the Planning and Building Codes issued 14 building permits; 0 demolition permits; 32 electrical permits; 0 building permits within historic districts; 128 rental inspections; 2 sign permits; 3 zoning permits; and 125 code enforcement complaints inspected. This totals 304 permits/inspections for the month of January.
2. **Staffing:** Our office assistant position remains unfilled. Restructuring of department under review by City Manager.
3. **Development reviews:** Staff has updated the GIS map of the city that indicates the major projects and subdivisions that are under review or under construction. This does not reflect all building permits or Board applications, rather only the larger development projects. The map will be posted on the Web and within city hall.
4. **Flow Charts under way:** Staff has been preparing a one page flow chart indicating the steps needed for each of our applications – this is intended to provide a visual aid to the regulations and assist the public with the adopted process and policies. Completion set for late February.
5. **Up Coming Board items:** The **Planning Commission** will meet on February 12th, an appeal concerning the proposed 300 apartments at the Parkside Development has been withdrawn by the applicant – all issues have been resolved, and the traffic committee will be giving an update – 5 RFP's for a new Planning Commission consultant have been reviewed and the top three have been selected – interviews will be held in late February with the top two firms – recommendation will be presented in March to the PC.

The **Board of Zoning Adjustment** – no city items for February.

The **Architectural Review Board** will meet on February 17th to consider a request for a conditional use permit to allow a retail store to open at 300 Murray (the corner of Third and Murray).

The **Code Enforcement Board** is scheduled for February 24.

6. **National Register update:** The consultant, hired by DFI and principally managed by our Planning supervisor, have prepared a progress report – please see attached.
7. **Comprehensive Plan Update:** The sub-committee “The Land Use Committee” will meet on February 26th, for public comment at the Elkhorn Elementary school. This committee is nearing completion and should finalize its recommendation in March with Planning Commission action tentatively for May.